



UNITED STATES BANKRUPTCY COURT
DISTRICT OF COLORADO
OFFICE OF THE CLERK

Judicial Services Analyst / Legal Specialist

Announcement No. 07-03-USBC

Annual Salary: \$46,597 - \$56,378 (Classification Level 25/25 - Classification Level 27/25)
Appointment information: temporary full time, not to exceed 9-30-07

Open: January 18, 2007

Deadline for applications: OPEN UNTIL FILLED

Applications will be reviewed as received, interviews will be scheduled as soon as possible, and an employment offer will be extended to the most qualified candidate

Previous federal government service or professional background providing court preferred skills and a court specific knowledge base may qualify an applicant for salary placement in the higher classification level.

This position is located in the U.S. Bankruptcy Court. The judicial services analyst/legal specialist researches issues of law, attends trials and other court proceedings, and makes recommendations based on the law, to an assigned judicial officer, a United States Bankruptcy Court Judge. The caseload in the jurisdiction is heavy, and the types of cases presented are varied, often involving novel issues of law due to the significant recent changes to the Bankruptcy Code and corresponding rules of practice. There is daily interaction with the judicial officers, other law clerks, judicial assistants and courtroom deputies concerning legal and court-related issues. Judicial law clerks share the responsibility for some clerical/administrative duties, as the chambers' arrangements do not include use of a secretary.

This position is directly supervised by the Clerk of Court, Chief Deputy Clerk of Court, and assigned judicial officer(s).

Employees of the United States Bankruptcy Court serve under "Excepted Appointment" and are considered "At-Will" employees.

Funding for this position is available through fiscal year 2007 (September 30, 2007); appointment is considered full time temporary (appointment may be extended subject to available funding).

This position does not qualify for the federal government benefit package, although will be subject to earning of annual leave and sick leave.

REQUIRED QUALIFICATIONS:

- Law school graduate and must have minimum of 1 year of legal work experience **following** graduation from law school or possess education substitution (see description below);
- Excellent analytical and problem-solving skills;
- Significant experience working with either Lexus or Westlaw computer based research programs;
- Demonstrated ability to operate personal computer and knowledge of WordPerfect or similar word processing programs;
- Excellent clerical skills to include: composition, spelling, punctuation, grammatical usage, proof reading, and accurate typing;
- Superb organizational, people and time management skills with the ability to juggle many changing priorities and demands at the same time.

Educational Substitution:

- Graduation from a law school of recognized standing and standing within the upper third of the class;
- Experience on the editorial board of a law review of a law school;
- Special high level honors for academic excellence in law school, such as election to the Order of the Coif;
- Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools;
- Participation in the legal aid or other law school clinical program sanctioned by the law school; or
- Summer experience as a law clerk to a state or local judge or law clerk experience on a continuous basis in a private firm while attending school.

DESIRABLE QUALIFICATIONS:

- Previous bankruptcy practice experience;
- Knowledge of and ability to work proficiently in either Excel or Quatro Pro;
- Previous experience within a court environment;
- Bar membership.

PERSONAL CHARACTERISTICS:

- Possess good judgment, maturity and tact;
- Be dependable, responsible, and maintain confidentiality;
- Be a proactive self-starter and demonstrate initiative in problem solving;
- Be able to work quickly and harmoniously with others in a team-based environment and to communicate effectively, both orally and in writing;

- Present a poised, professional appearance and demeanor at all times.

INFORMATION FOR APPLICANTS:

Due to the volume of applications usually received, receipt of individual applications will not be acknowledged.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

See www.cod.uscourts.gov for explanation of federal government benefits

Applicants must be a U.S. citizen or eligible to work in the United States. Proof of eligibility status will be required.

The selected candidate will be subject to a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment.

Employment will be considered provisional until background check is completed.

Starting salary commensurate with work experience.

HOW TO APPLY:

Interested applicants must submit all required information. If all materials are not received, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible. If you are a current or former federal employee, please submit a copy of your last Notification of Personnel Action (SF50) showing your position, title and grade.

Apply by submitting:

1. **U.S. Courts application** (available at www.cod.uscourts.gov); and
2. **Letter of interest outlining detailed information regarding legal education and legal experience, and**
3. **Writing sample (three to ten pages in length)**

Human Resources Division - District of Colorado
Announcement 07-03-USBC
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